

# HOMEPORT CHANGE INFORMATION SHEET

USS RONALD REAGAN (CVN 76)

|   |                     |                  |                   |
|---|---------------------|------------------|-------------------|
| TO/DEPT:  |                     | DATE PREPARED    |                   |
| RANK/RATE   | NAME(LAST, FIRST MI | SSN              |                   |
| ULTIMATE ASSIGNMENT<br>USS RONALD REAGAN CVN 76 (HOMEPORT SAN DIEGO CA)             | DAYS LV AUTH        | TRAVEL TIME<br>8 | PROCEED TIME<br>4 |
| SPECIAL REQUIREMENTS TO BE COMPLETED PRIOR TO TRANSFER<br>PRD ADJUSTMENT TO : 05JUL |                     |                  |                   |
| OBLISERV TILL (COMPLY WITHIN PRIOR TO ISSUE OF HOMEPORT CHANGE ORDERS: 05JUL        |                     |                  |                   |

PACKAGE DUE BACK NO LATER THAN: \_\_\_\_\_

YOUR HOMEPORT CHANGE COORDINATOR IS: PNCS(SW/AW) KNAUS

PHONE: J-6303/6304

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## SECTION A

(TO BE COMPLETED BY INDIVIDUAL BEING TRANSFERRED)

DESIRED TRAVEL DATE: \_\_\_\_\_ NO. OF DAYS LV AUTH \_\_\_\_\_ ADV PAY DESIRED: Y / N HOW MANY MONTHS \_\_\_\_\_

ADVANCED TRAVEL DESIRED : \_\_\_\_\_ Y / N ADVANCED DLA DESIRED: Y / N

NOTE: ADVANCED TRAVEL AND DLA IS PAID NO SOONER THAN 10 DAYS PRIOR TO TRANSFER.

A DD FORM 1299 IS REQUIRED FOR ADVANCED DLA. THIS FORM IS OBTAINED FROM PERSONAL PROPERTY.

ACCOMPANY BY FAMILY MBR? Y / N

ARE DEPENDENTS TRAVELING SEPARATELY: Y / N

MODE OF TRAVEL: \_\_\_\_\_ IF POV HOW MANY: \_\_\_\_\_ LICENSE # : POV 1 \_\_\_\_\_ POV 2 \_\_\_\_\_

COMPLETE LEAVE ADDRESS : \_\_\_\_\_

TELEPHONE #(\_\_\_\_\_) \_\_\_\_\_

## NEXT OF KIN

PRIMARY \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE \_\_\_\_\_

SECONDARY \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE \_\_\_\_\_

MAKE SURE ALL INFORMATION IS COMPLETED

SIGNATURE OF MEMBER: \_\_\_\_\_ DATE: \_\_\_\_\_ WORK CENTER PHONE # \_\_\_\_\_

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## SECTION B

(COMMAND ENDORSEMENT)

DIVISION LCPO NAME/EXT \_\_\_\_\_

DEPT YEOMAN NAME AND EXT: \_\_\_\_\_

APPROVED TRAVEL DATE: \_\_\_\_\_

DIVISION OFFICER SIGNATURE

DATE

DEPT HEAD SIGNATURE

DATE

\*\*Advanced pay cannot be posted until 30 days prior to travel date without specific CO approval.

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## SECTION C

(PERSONNEL USE ONLY)

\*\*\*\*\*Prior to issue of HPC Orders member must sign required OBLISERV and have PRD adjusted\*\*\*\*\*

PRD ADJUSTED ON: \_\_\_\_\_

OBLISERV COMPLETED: \_\_\_\_\_

PNCS INITIALS: \_\_\_\_\_